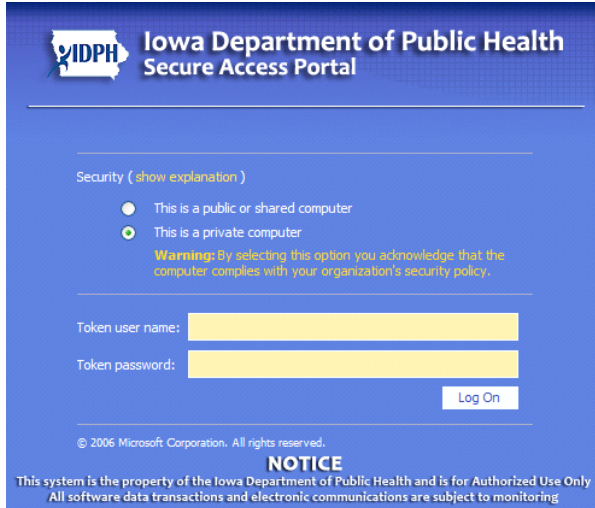


Changing Soft PIN Instructions

Changing a SoftPIN Number:

The SoftPIN is a 4-digit unique number that must be entered along with the token password (*generated from the token device*).

To change your token SoftPIN, go to the following web site <https://ellogin.idph.state.ia.us>



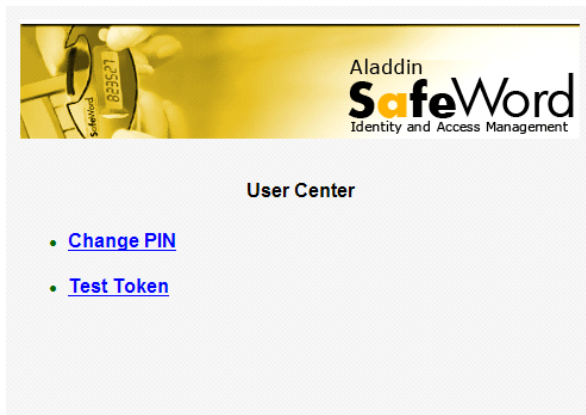
The screenshot shows the login page for the Iowa Department of Public Health Secure Access Portal. It features a blue header with the IDPH logo and title. Below the header, there is a security section with two radio buttons: 'This is a public or shared computer' and 'This is a private computer'. A warning message states: 'Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.' Below this, there are input fields for 'Token user name:' and 'Token password:', followed by a 'Log On' button. At the bottom, there is a copyright notice for 2006 Microsoft Corporation and a notice stating that the system is the property of the Iowa Department of Public Health and is for authorized use only, with all software data transactions and electronic communications subject to monitoring.

Enter the following:

Token user name: *your token username*

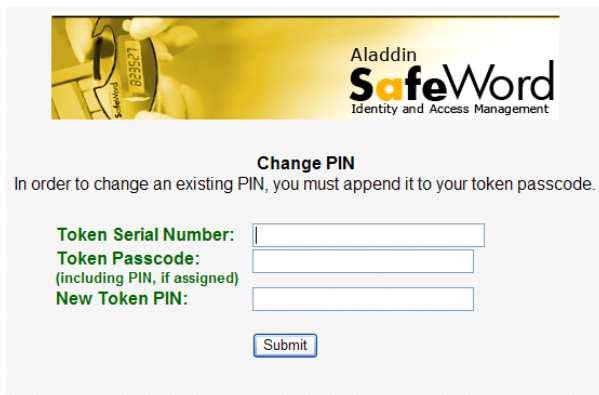
Token password: *press the button on your token and enter the information you see **plus** your 4-digit PIN number (If you have never changed your SoftPIN number, the SoftPIN by default will be the last 4 digits of the serial number on the back of the token.)*

Select **Log On**.



The screenshot shows the 'User Center' page of the Aladdin SafeWord Identity and Access Management system. It features a yellow header with the Aladdin SafeWord logo. Below the header, there is a 'User Center' section with two links: 'Change PIN' and 'Test Token'.

Select **Change PIN**



The screenshot shows the 'Change PIN' page of the Aladdin SafeWord Identity and Access Management system. It features a yellow header with the Aladdin SafeWord logo. Below the header, there is a 'Change PIN' section with a message: 'In order to change an existing PIN, you must append it to your token passcode.' Below this, there are three input fields: 'Token Serial Number:', 'Token Passcode: (including PIN, if assigned)', and 'New Token PIN:'. A 'Submit' button is located at the bottom.

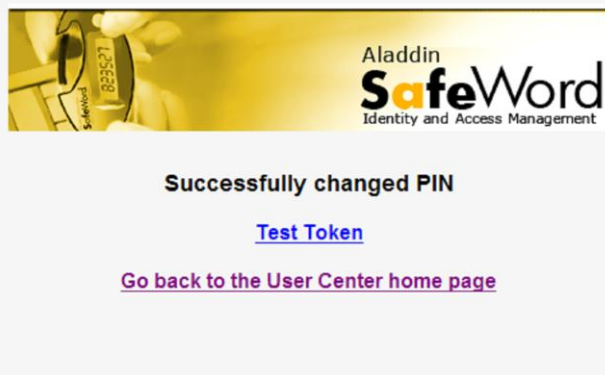
Enter the following:

Token Serial Number: *the serial number listed on the back of the token (beginning with a letter)*

Token Passcode: *press the button on your token and enter the information you see **plus** the 4-digit PIN number (If you have never changed your SoftPIN number, the SoftPIN by default will be the last 4 digits of the serial number on the back of the token.)*

New Token PIN: *enter a new 4-digit number*

Select **Submit**



If entered correctly, you should see the message
“Successfully changed PIN”

Select **Test Token**

To TEST your token:

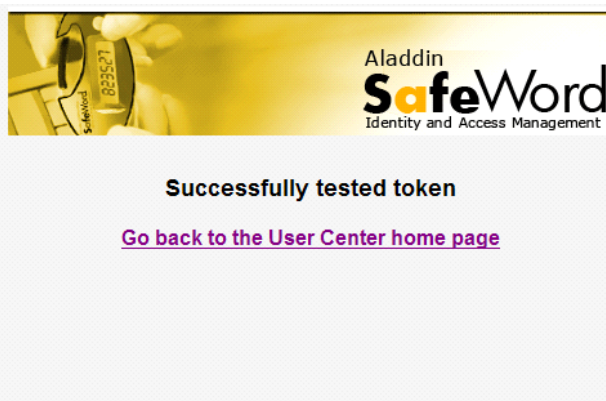
A screenshot of the Aladdin SafeWord Identity and Access Management web interface showing the 'Test Token' section. The header is identical to the previous screenshot. The main content area has a light gray background and displays the title 'Test Token' in bold. Below the title is a instruction: 'If you have an assigned PIN, append it to your token passcode.' There are two input fields: 'Token Serial Number:' and 'Token Passcode: (including PIN, if assigned)'. Below these fields is a 'Submit' button.

Enter the following:

Token Serial Number: *the serial number listed on the back of the token*

Token Passcode: *press the button on your token and enter the information you see plus the **current** 4-digit PIN number*

Select **Submit**



If entered correctly, you should see the message
“Successfully tested token”